



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

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OCT 29 2021

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 10/28/2021 Current Slot No.: TBD 009 / A216 28
 Department Name: District Attorney's Office Current Position Title: N/A
 Department No.: 080-012 / 080-002 Requested Position Title: Assistant District Attorney IV

REQUEST FOR: New Position Temporary Position* Position Reclassification Other _____

<i>Auto</i> SALARY REQUEST: <u>080-002</u>	\$ 0.00	\$ 81,065.00	\$ 81,065.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST: <u>080-002</u>	\$ 0.00	\$ 900.00	\$ 900.00
	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT: <u>\$ 81,965.00</u>			

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other 1-1281-412-00-080-012-2-XXX

POSITION TYPE: Full Time Regular Object Code 113 Part Time Regular Object Code 114
 Full Time Temporary Object Code 121 Part Time Temporary Object Code 122

CIVIL SERVICE: Exempt Non-Exempt **FLSA:** Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary _____		Hourly Rate _____		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary				

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: *(Explain why position or adjustment request is essential)*

These positions are essential in order to meet the statutory obligations of the District Attorney's Office and the Border Prosecution Unit (BPU) Grant requirements. Higher level positions are necessary to commensurate with experience when filling these positions.

Rosalinda Cantu
 Department Head

[Signature]
 Department of Human Resources

[Signature]
 Department of Budget & Management

10/28/2021
 Date

10/29/21
 Date

11/01/2021
 Date



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

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PAN OCT 29 2021
DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 10/28/2021 Current Slot No.: TBD *0010 / A217* *28*
 Department Name: District Attorney's Office Current Position Title: N/A
 Department No.: 080-012 */080-022* Requested Position Title: Assistant District Attorney IV

REQUEST FOR: New Position Temporary Position* Position Reclassification Other _____

<i>Auto</i>	<i>080-022</i>	\$ 0.00	\$ 81,065.00	\$ 81,065.00
		Current Budgeted Amount	Proposed Budgeted Amount	Net Change
<i>Auto</i>	<i>080-002</i>	\$ 0.00	\$ 900.00	\$ 900.00
		Current Budgeted Amount	Proposed Budgeted Amount	Net Change
TOTAL BUDGETARY IMPACT:		\$ 81,965.00		

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other 1-1281-412-00-080-012-2-XXX

POSITION TYPE: Full Time Regular Object Code 113 Part Time Regular Object Code 114
 Full Time Temporary Object Code 121 Part Time Temporary Object Code 122

CIVIL SERVICE: Exempt Non-Exempt FLSA: Exempt Non-Exempt

* TEMPORARY POSITIONS:

Start Date	End Date	Work Schedule	Hours per Week	No. of Weeks
Annual Salary _____		Hourly Rate _____		
Step 1 Salary / 2,080 Hours Per Year = Hourly Rate				
No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary				

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: *(Explain why position or adjustment request is essential)*

These positions are essential in order to meet the statutory obligations of the District Attorney's Office and the Border Prosecution Unit (BPU) Grant requirements. Higher level positions are necessary to commensurate with experience when filling these positions.

Rosalinda Cantu
Department Head Date 10/28/2021

[Signature]
Department of Human Resources Date 10/29/21

[Signature]
Department of Budget & Management Date 11/01/2021